

MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
HELD AT THE CGS Board Office
7239 Flint Road SE
CALGARY, ALBERTA

WEDNESDAY March 8, 2017

Regrets: Natalie Kwadrans, Geordie MacPherson	Chair Natalya Nicholson Director Brad Takanaka Director Shary Baig Director Margo Purcell Director Stanley Wong Director Caroline Claussen Director Wayne Marshall
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Administration:	Superintendent Dianne McBeth Secretary Treasurer Wendy Juergens Principal Judi Hadden
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Guests:

1. **Call to order:** Natalya Nicholson called the meeting to order at 6.12 pm.
2. **Approval of the Agenda**
Motion: 2017-03-08-01: Motion to approve the agenda with the addition of two items including 4.6 TAAPCS Report and 4.6 Finance Committee Report.
Moved: Caroline **Carried**
3. **Approval of Minutes**
3.1 Approval of the Minutes of the February 8, 2017 Regular Meeting
Motion: 2017-03-08-02: Motion to approve the Minutes of the February 8, 2017 Regular Meeting of the Board of Directors.
Moved: Stanley **Carried**
4. **Reports and Correspondence**
 - 4.1 **Chair:** Natalya Nicholson gave an oral report, which included reminding everyone of the importance of celebrating women and honoring those who have inspired, paved the way, and given hope to others. She noted that CGS exists to support girls and young women in becoming confident and innovative leaders in a complex, global environment. She also reviewed the correspondence and the Board’s letter to parents regarding the fees and transportation announcement in the Throne Speech of March 2.
 - 4.2 **Correspondence:** Natalya reviewed the Correspondence file and circulated it to the Directors. She noted that the Correspondence file is posted to the Board’s wiki, but any new items since the posting would also be in the Correspondence file circulating at the meeting.
 - 4.3 **Policy and Governance:** Margo Purcell, Vice Chair serving as Chair of the Governance Committee reminded everyone of the date for the Speak Out – Wednesday April 5 and confirmed that the next meeting for the Governance Committee has been tentatively set for Friday, March 31.

4.4 Superintendent (Report attached to the Agenda Package) Dianne commented on Bill 1 an *Act to Reduce School Fees* which apparently excludes public charter schools. The Association of Alberta Public Charter Schools has asked Minister Eggen to clarify the Bill's intentions with respect to charter schools because the introduction of a two-tiered funding system for public schools is of great concern to the Association.

4.5 TAAPCS: In the absence of Geordie MacPherson, Dianne reported on the status of the new Bylaws for the Association which have now been submitted to Corporate Registries. She also noted that the TAAPCS Fees and Communications Committees will be meeting this month to prepare recommendations for the May meeting in Valhalla. Directors Wayne, Geordie, Natalya, and possibly Margo will be attending the meeting.

4.6 Finance Committee: Stanley Wong reported on the Finance Committee's review of the 2nd Quarter Financial Report, the Fees Schedule 2017-18, and various capital projects.

5. Monitoring Reports

5.1 Second Quarter Financials: Secretary-Treasurer Wendy Juergens reported the Second Quarter Financials by summarizing the revenue and expenditures in the four envelopes. Instruction shows a deficit and is projected to show a year-end deficit. Plant Operations and Maintenance, Transportation and Board & System are currently showing surpluses but transportation is projected to end in a deficit due primarily to the impact of increased fuel costs. The year-end projection is close to budget which is overall a positive situation.

6. New Business - Action

6.1 Calendar 2017-2018 Adjustment Calendar 2017-18: The school year calendars are approved two years in advance so Calendar 2017-18 was circulated and approved in the spring of 2015. However, the Board was asked to approved a minor change in order to accommodate staff attendance at the biennial TAAPCS conference. The calendar anticipated the conference would take place the third week of October, but the actual date set this fall by the host school (Aurora Charter) is the fourth week. The requested adjustment was to move the Friday, October 20 and Monday, October 23 professional development days one week later to Friday, October 27 and Monday, October 30. The amended calendar will be posted to the website.

Motion: 2017-03-08-03 That the Board amends School Year Calendar 2017-2018 changing the Professional development days one week later from Friday October 20 and Monday, October 23 to Friday, October 26 and Monday, October 30.

Moved: Wayne

Carried

6.2 Verification of Instructional Hours The Board received confirmation that the admended School Year Calendar 2017-18 meets the required minimum instructional hours.

Motion:2017-03-08-04: That the Board acknowledges receipt of the Verification of Instructional Hours for the School Calendar 2017-2018

Moved: Brad

Carried

Shary arrived at 6.59pm

6.3 Capital Plan: Wendy reviewed the Three-Year Capital Plan Priorities that reflect the Board's plans for student accommodation (enrolment trends and cap) and the condition of CGS facilities. The priorities in order of importance include 1) lease funding for NGCA (must be annually requested and approved by AB ED) 2) Funding to support a feasibility study re: consolidating the two campuses at one site to achieve efficiency and reduce operating expenses 3) major modernization of Lakeview (and expansion if supported by the feasibility study) 4)

major modernization of Bel Aire. The utilization rates at both campuses are at or near capacity. Alberta Education and AB Infrastructure approve modernization and new school projects based on several criteria to determine priorities for the limited funding. Health and safety as well as enrolment growth are key factors. Based on the priority ranking, it is not likely that either school will be an immediate high priority for modernization.

On a very positive note, Alberta Education approved two replacement modular units at Lakeview. The required paperwork was submitted to AB Education and now CGS is waiting to receive approval for the documents to go to tender. The replacement units will link to the newer units and the old ones will be removed with site restoration to follow. The modular must be operational by this September as a condition of the funding approval, so CGS is now waiting for approval to move the project to the next stage.

Motion: 2017-03-08-05: That the Board approves the submission of the Three Year Capital Plan Priorities: 1) lease funding request, 2) consolidation feasibility study, 3) major modernization of Lakeview, 4) major modernization of Bel Aire.

Moved: Stanley

Carried

Motion:2017-03-08-06: To go "In Camera" at 7.05pm

Moved: Caroline

Carried

Motion: 2017-03-08-07: To leave "In Camera" 7.25pm

Moved: Caroline

Carried

The Board considered and approved funding from its reserve funds in support of the flooring project at Bel Aire. Last summer flooring was replaced in two classrooms, but the deep cleaning in all classrooms revealed a need to remove and replace all the flooring. The project will be undertaken over the summer of 2017 so students and staff can expect a new look to Bel Aire this fall. Time permitting, some work, primarily of a cosmetic nature as well as to create more efficient work spaces, will also be done in the school office and staff room. It was noted that the new flooring is not to be installed until verification that Enviro Vac has completed all requirements of its contract with the Calgary Girls' School. Further, all removal of old materials and install of new flooring is to be completed by August 18, 2017 to allow for treatment of the new floors before school opening.

Motion: 2017-03-08-08: That the Board approves the quote tendered by Enviro Vac for maintenance work at Bel Aire School to be completed in the summer 2017 vacation break.

Moved: Stanley

Carried

Motion: 2017-03-08-09: That the Board approves the quote tendered by Universal Flooring Systems for materials and installation of new flooring at Bel Aire.

Moved: Stanley

Carried

It was noted that Universal Flooring was awarded the contract based on satisfaction with previous work done for the Calgary Girls' School and the competitive bid quoted by Universal.

6.4 Fees 2017-2018 Details of the proposed Fees Schedule 2017-18 was included in the Board Package and these were reviewed in detail at the meeting. A change this year is to establish a single fee, called the Enrichment fee, that will cover all "extras" like field trips, concert and program tickets, graduation, special speakers. The Enrichment

fee will eliminate all the frequent requests for special events/trips that enrich learning. The amount was determined by looking at the average costs for these events over the past three years. Further, the “one stop” approach will significantly reduce the Chase Payment as well as labour costs involved in managing numerous, small data entries. It was agreed that the Superintendent, on behalf of the Board would provide parents with more details on proposed fees and due dates. Some discussion also occurred around the implications of Bill 1 and any new Regulations should the legislation be passed. Charter Schools are exempted from the “no supplies materials” as well as “no transportation (subject to certain conditions)” fees proposed by the legislation. If Bill 1 is amended to include Charter Schools, the Board will adjust the fee schedule accordingly. No fees, except a deposit for technology, will be expected until September at which time the fate of Bill 1 with respect to Charter Schools will be known.

Note: Fees Schedule 2017-18 shows:

- Instructional Resources (\$115 Grades 4 & 5; \$135 Grade 6; \$170 Grades 7-9);
- Technology (\$300 Grades 4 & 5 iPad; \$410 Grades 6-8 lap top ; \$150 Grade 9 –student owned devices); Transportation (\$815 annual fee with monthly payments); and
- Enrichment (\$75 basically all inclusive for field trips, excursions, tickets to events, but excludes camps and band tour).
- The Fees Schedule shows \$165 for lunchroom monitoring but this is included as information only as POOSCA, an external service provider, sets their own fees which are communicated to the School.

Motion: 2017-08-003-10: That the Board approves the Fees Schedule 2017-2018 with an understanding that each of the fees listed is permitted by the School Act and Regulations and recommends a deposit of \$150 for Technology be collected at the time of registration.

Moved: Stanley

Carried

6.5 Budget 2017-2018 Assumptions: Wendy presented a power point summary of the budget building process. The presentation described the Board’s budgeting principles that guide decision-making. It also explained the drivers for the various kinds of grant funding and noted the projected revenue based on current enrolment of 588. As well, Wendy reviewed the four envelopes and the various pressures in each. Wendy spoke to the timeline for budget preparation as Budget 2017-18 is due to Alberta Education before May 31.

Motion: 2017-08-03-11: That the Board receives the power point overview of the budget building process as information in preparation for consideration of Budget 2017-18.

Moved: Shary

Carried

6.6 Policy Review: The Board continued its regular policy review by looking closely at Policy 6 Role of the Vice Chair and Policy 7 Charter Board Operations. The purpose of regular policy review is to build shared understanding, evaluate the effectiveness and need for the policy, and to support compliance in board decision-making. The Board affirmed these two policies to remain in force with no changes.

Motion: 2017-08-03-11: That the Board approves Policy 6 Role of the Charter Board Vice Chair to remain in force.

Moved: Caroline

Carried

Motion: 2017- 08-03-12: That the Board approves Policy 7 Charter Board Operations to remain in force.

Moved: Caroline

Carried

6. "In Camera"

Motion 2017-03-08-13: To go 'In camera" at 8.40 pm

Moved: Brad

Carried

Motion 2017-03-08-14: To Leave "In camera" at 9.00 pm

Moved: Caroline

Carried

8. Adjournment at 9.02 pm

Next Regular Board Meeting Wednesday April 12, 2017 at the CGS Board Office, 7239C Flint Road SE, Calgary Alberta.